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Procedures for requesting a Certificate of Good Standing for a Third Party Administrator

A Certificate of Good Standing is generally requested to show proof that a company is licensed with the West Virginia Offices of the Insurance Commissioner. The certificate also shows the line of insurance the company is authorized to transact in the State of West Virginia.

To request a certificate of good standing, send a letter stating the company's full name and include the name, address and phone number of where the certificate of good standing is to be sent. Pursuant to W. Va. Code §33-46-15, a \$25.00 is required for every copy of a report or certificate of condition, that is due at the time of a request.

Make all checks payable to the West Virginia Offices of the Insurance Commissioner. Please remit your payment and submit requests to:

West Virginia Offices of the Insurance Commissioner Financial Conditions Division PO Box 50540 Charleston WV 25305-0540

For additional information, please contact the Financial Conditions Division at (304) 558-2100.